

# Kansas Adjutant General's Department – State Human Resources Guidelines

## 2011

10/2011

REF: Tag Policy # 3, #9, #10, #11, #15, #17, #18, #21

## BEHAVIOR OF EMPLOYEES

### Policy:

It is the policy of the Adjutant General's Department that certain rules and regulations regarding employee behavior are necessary for efficient business operations and for the benefit and safety of all employees. Conduct that interferes with operations, discredits the Adjutant General's Department, or is offensive to customers or coworkers will not be tolerated.

### Comment:

- (1) Employees are expected at all times to conduct themselves in a positive manner in order to promote the best interests of the Adjutant General's Department. Appropriate employee conduct includes:
  - (a) Treating all customers, visitors, and coworkers in a courteous manner;
  - (b) Refraining from behavior or conduct that is offensive or undesirable, or which is contrary to the Adjutant General's Department's best interests;
  - (c) Reporting to management suspicious, unethical, or illegal conduct by coworkers, customers, or suppliers;
  - (d) Reporting to management any threatening or potentially violent behavior by coworkers;
  - (e) Cooperating with Adjutant General's Department investigations;
  - (f) Complying with all Adjutant General's Department safety and security regulations;
  - (g) Wearing clothing appropriate for the work being performed;
  - (h) Performing assigned tasks efficiently and in accordance with established quality standards;
  - (i) Reporting to work punctually as scheduled and being at the proper work station, ready for work, at the assigned starting time;
  - (j) Giving proper advance notice whenever unable to work or report on time;
  - (k) Smoking only at times and in places not prohibited by Adjutant General's Department rules or local ordinances;
- (2) The following conduct is prohibited and individuals engaged in it will be subject to discipline, up to and including termination:
  - (a) Engaging in or threatening acts of workplace violence, including but not limited to:
    - (i) Possessing privately owned firearms or other weapons on Adjutant General's Department property;
    - (ii) Fighting or assaulting a coworker, security guard, guest, or customer;
    - (iii) Threatening or intimidating a coworker, security guard, customer, or guest;
  - (b) Engaging in any form of sexual or other harassment;
  - (c) Reporting to work under the influence of alcohol or illegal drugs, or narcotics or using, selling, dispensing, or possessing alcohol or illegal drugs or narcotics on Adjutant General's Department premises;
  - (d) Disclosing trade secrets or confidential Adjutant General's Department information;
  - (e) Falsifying or altering any Adjutant General's Department record or report, such as an employment application, medical reports, production records, time records, expense accounts, absentee reports, or shipping and receiving records;

# Kansas Adjutant General's Department – State Human Resources Guidelines

**2011**

10/2011

REF: Tag Policy # 3, #9, #10, #11, #15, #17, #18, #21

- (f) Stealing, destroying, defacing, or misusing Adjutant General's Department property or another employee's or customer's property;
  - (g) Misusing Adjutant General's Department communications systems, including electronic mail, computers, Internet access, and telephones;
  - (h) Refusing to follow management's instructions concerning a job-related matter or being insubordinate;
  - (i) Failing to wear assigned safety equipment or failing to abide by safety rules and policies;
  - (j) Smoking where prohibited by local ordinance or Adjutant General's Department rules;
  - (k) Using profanity or abusive language;
  - (l) Sleeping on the job without authorization;
  - (m) Gambling on Adjutant General's Department property;
  - (n) Playing pranks or engaging in horseplay; and
  - (o) Wearing improper attire or having an inappropriate personal appearance.
- (3) The examples of impermissible behavior described in Comment (2), above, are not intended to be an all-inclusive list. At management's discretion, any violation of the Adjutant General's Department's policies or any conduct considered inappropriate or unsatisfactory may subject the employee to disciplinary action.